

**City of Lowell**  
**Job Posting**  
**Please Post: September 30, 2015**  
**Deadline: October 14, 2015**  
**Police Department**  
**Senior Detention Attendant**

**ANTICIPATED VACANCY**

**Job Title:** Senior Detention Attendant (2000-41, 2203)  
**Department:** Police Department  
**Reports To:** Detention Attendant Supervisor, Officer in Charge and the Superintendent of Police and their designee  
**Salary:** \$17.3120 (Min) to \$19.7633 (Max) per hour, 40 hour work week  
**Union:** AFSCME 1705

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Work under the general supervision of police officers assigned by the Superintendent of Police, including the Officer in Charge of Neighborhood Services;  
Search and safeguard prisoners or persons being detained for reasons of incapacitation and being held at the police station lock up;  
Maintain the quarters and cells in a state of cleanliness and order;  
Maintain a register of prisoners or persons detained at the police station lockup or the Center; List and maintain property taken from detainees;  
Assign prisoners or detainees to cells in the lockup or Eliot Center and provide routine instructions;  
Prevent any possible transfer of weapons or other improper articles to prisoners or detainees; Assist in the development of resource and referral information for the detainees and their families; Making decisions and acting quickly in emergency and dangerous situations;  
Gathering information through examining records and documents and through observing and questioning individuals;  
Analyzing and determining the applicability of data, to draw conclusions and make recommendations; Motivating others;  
Dealing tactfully with others, including establishing and maintaining harmonious working relationships, establishing rapport with persons from a variety of ethnic, cultural and/or economic backgrounds, and interacting with people who are under physical and/or emotional stress;  
Following written instructions, reading, understanding and applying the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned work unit;  
Preparing reports and working accurately with names, numbers, codes and/or symbols;

**SUPERVISORY RESPONSIBILITIES**

Directly supervises 1 - 3 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Honesty and integrity are essential for this position.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or two (2) years related experience with one (1) year supervisory experience desired.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, CORI, post offer.

***Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ October 14, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

**EOE/AA/504 Employer**